



City of Kansas City, Mo.
Neighborhood and Community Services Department
Regulated Industries Division
635 Woodland Ave., Suite 2101
Kansas City, MO 64106
(816) 784-9000

Daily dance hall application

Name of the event (i.e., First Friday Dance) _____

Applicant's name _____ Phone _____

Must be a person

Names and phone numbers of all people (must be local) who will be in active control and management of this event

Complete the following based on where the event will be held (**a daily dance hall permit costs \$15 per day**)

Business/Building name _____ Phone _____

Address _____

Street

City

State

ZIP

Property owner _____ Owner's day phone _____

This event will be a ☐ public event ☐ private event (invitation only) Number of attendees expected each day _____

Type of event or function to be catered ☐ concert ☐ reception ☐ other _____

Will an entry fee, admission charge, door charge, ticket sales or donations be taken to attend the event? ☐ yes ☐ no

Will alcohol be served or allowed on the premises during the event? ☐ yes ☐ no

Person or group sponsoring event _____

List all that will be provided ☐ band ☐ DJ ☐ dance area ☐ food ☐ tent ☐ street closing

If food will be served, will it be prepared and cooked on site at the premises where the event will be held? ☐ yes ☐ no

Date(s) of event _____ Time(s) of event _____

Barricade ☐ plastic snow fence ☐ chain link ☐ wood barricade ☐ steel bike racks ☐ other _____

What is the age group of the public to be invited? _____ Event is to be held ☐ indoors ☐ outdoors ☐ indoors and outdoors

Security will be ☐ armed ☐ unarmed Number of security officers who will be on site during the event _____

Security company _____ Phone _____

If the event will be held outdoors, list the number of porta-potties that will be onsite during the event _____

All of the following documents (where applicable) must be submitted in order to process your application:

- ☐ Letter from the property owner approving the event to be held on the premises
- ☐ Detailed diagram of the premises (see #3 on page two for more information)
- ☐ Clearance from Fire Department for the premises where the event will be held (see #5 on page two for more information)
- ☐ A copy of the health permit or temporary permit for the event site (see #6 on page two for more detailed information)
- ☐ A copy of the noise permit – outdoor events only (see #7 on page two for more information)
- ☐ A copy of the street closure permit (see #10 on page two for more information)
- ☐ A copy of the certificate of occupancy for the premises where the event will be held (see #8 on page two for more information)
- ☐ A copy of the occupant load certificate for the premises where the event will be held (see #9 on page two for more information)
- ☐ Do all medical staff working this event have current clinical privileges? (see #11 on page two for more information)

I agree to permit entry to any officer or investigator who may have legal authority for the purpose of inspection or search. I further agree to comply with the ordinances of the City of Kansas City, Mo., and the laws of the State of Missouri.

I, _____, do swear that the information given in this application is true and correct to the best of my knowledge and belief.

Signature of managing officer _____

Date _____

----- **For office use only – Do not write below this space** -----

Application processed by _____ Date application completed _____

This application is hereby ☐ approved ☐ disapproved _____ Date _____

Additional requirements and policies governing events

1. If the application is denied, you may appeal the denial. For more information please **section 12-147** in the code of ordinances.
2. **Barriers** – A description must be included which describes the type(s) of barrier(s) that will be used to close the street which will prevent alcoholic beverages from leaving the controlled area.
3. **Diagram** – The diagram must show all of the outdoor seating (if any), the location of porta-potties, the location of the traffic barriers, where security will be located, and a measurement of the entire outside perimeter of the event.
4. **Security** – An indication of what security measures will be taken for crowd control must be submitted. For every 100 people projected to be at the event, two armed security officers or police officers must be present.
5. **Fire Permit/Place of Assembly Permit** – A copy of the Fire Permit (indoor event) or Place of Assembly Permit (outdoor event if a tent is used) from the City of Kansas City, Mo., Fire Marshal's Office, 635 Woodland Ave., (816) 784-9100. **Sec 10-105(a)(3)(c)**
6. **Health Permit** – A copy of the health permit, catering permit or temporary event permit for the premise where the event will take place. Health Department, 2400 Troost Ave., (816) 513-6247. **Sec 10-105(a)(3)(c)**. A health permit is required under the following circumstances:
 - a. If the premise has a health permit and food will be cooked in the kitchen but will be brought outside to be served to guests by setting up equipment (coolers, chafing dishes, hotboxes) to hot/cold hold and dispense, portion, or serve food *outside* the permitted facility.
 - b. If the premise has a health permit but the food is cooked and served outside, a temporary event permit is required to cook and/or prepare the food outside of the permitted facility.
 - c. If an existing restaurant-bar is catering alcohol onto an unlicensed premise where mixed drinks or wine will be served, a catering permit or temporary event permit is required depending on the type of event.
 - d. If an existing restaurant-bar is catering alcohol & food onto an unlicensed premise, their existing health permit will not cover the event as they will need to apply for either a catering permit or temporary event permit depending on the type of event.
7. **Noise Permit –Outdoor Events** – If live music will be performed, a noise permit will be required from the City of Kansas City, Mo., Health Department located at 2400 Troost Ave., (816) 513-6247. **Sec 10-105(a)(3)(c)**
8. **Certificate of Occupancy** – A copy of the certificate of occupancy for the premises hosting the event must be submitted from the City Planning and Development Department in City Hall, 414 E. 12th St., (816) 513-1500, Option 4. **Sec. 10-241(c)(1)&(d)**
9. **Occupant load certificate** - A copy of the occupant load certificate which states the interior occupant capacity of the p must be submitted from the City Planning and Development Department in City Hall, 414 E. 12th St., (816) 513-1500, Option 4. **Sec. 10-241(c)(1)&(d)**
10. **Street closure** – If a public street will be blocked off for the event, a permit for a street closure must be obtained from the KCMO Public Works Department.
11. As required by **section 34-369** of the Code of Ordinances of the City of Kansas City, Mo., all medical staff is required to have current clinical privileges from the office of the EMS Medical Director. For more information, please call (816) 513-6263 or visit them at 2440 Troost Ave., suite 4200, Kansas City, MO 64108.